



Office of the City Clerk

Weekly Report – for Week Ending October 10, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

ClerkSTAT - The monthly ClerkSTAT was held this week. 11 ClerkSTAT items were selected for discussion at this week's meeting.

City Primary/General 2015 Elections:

Staff continues polling place recruitment. To date, 682 polling places have been recruited of the 1,514 needed for the March election.

Staff continues conducting recruitment and outreach efforts for the City Employee Poll Worker Program. To date, 154 applications have been requested and issued, and 41 applications received.

Systems Division completed the development of new Geographic Information System maps and a new user portal for analyzing and presenting voter participation in the 2013 Primary Elections. This information will help identify the low voter turnout areas and assist in the focus of outreach efforts in those identified areas. Voting statistics, registration numbers, and Precinct information is overlaid on the City map displaying terrain, streets, and zone types.

Employee Relations Board Election - Staff conducted an Employee Relations Board Election for the Exclusive Representation of employees in the Municipal Police Officers Unit.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	2/1
Number of Notices/Publications	26
Number of Contracts Attested	28
Number of Council Files Created	99
Number of Claims Received	95
Number of Referrals	40
Number of Council Meetings	5
Number of Committee Meetings	7

Cultural Heritage Commission Motions - A meeting was held with Planning Dept staff and City Attorney regarding responsibility of notifying property owners when a historic designation has been initiated by Council. It was determined that Planning was best suited to provide the notification and suggestions on how to track the Motion were provided to staff.

Novus Agenda Management System - Electronic Document Submittal - The milestone for the first group of departments to submit reports directly to the City Clerk electronically is scheduled for June 2015. The project is currently ahead of schedule and there is discussion to move the start of the implementation to January 2015. The Chief Legislative Analyst (CLA) and City Clerk departments have been targeted as the first group to go live in January.

Community Impact Statements: The Department of Neighborhood Empowerment requested five additional Board Action types to be added the City Clerk's Community Impact Statement system. The application was modified by City Clerk staff to accommodate the request. The system is used by Neighborhood Councils to submit position statements electronically to the City Clerk relative to matters which are before the City Council and Council Committees.

TOP ITEMS

- **682 of 1,514 Polling Places recruited**
- **Monthly ClerkSTAT Meeting Conducted**
- **Converted Microfilm of Council Minutes now available back to 1933**
- **Claims Against the City using Electronic Forms Presentation to Risk Management Steering Committee**



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Claims Against the City - Electronic Forms - A presentation was provided to the City's Risk Management Steering Committee to discuss the City Clerk's new process and system for submitting Claims Against the City electronically through the internet rather than via hardcopy letters and fax. The project was favorably received by the committee members. Training of CPS staff for intake of documents has begun.

Microfilm Conversion of City Council Minutes - 10 reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 123 reels converted this fiscal year and 336 reels total, which represent 58% of this year's project and 40% of the total four year project respectively. The City Council minutes are now available on line back to May of 1933.

Neighborhood and Business Improvement Districts:

The creation of 29 Annual Report templates, one for each Business Improvement District (BID) tailored to their adopted Management Plan, has been completed and distributed to each BID. These templates will be used by the various BIDs for submitting their Annual Planning Reports. The purpose of the templates is to increase the accuracy of responses, reduce the need for corrections, and facilitate meeting reporting deadlines. The reports from each BID are required by November 1, 2014.

The Historic Core Business Improvement District was honored with the International Downtown Association's Merit Award in the Public Space category for its "Historic Core Doggie Relief Stations initiative. It installed deodorizing artificial turf patches to reduce dog waste on sidewalks.

Staff reviewed the Management District Plans and Engineer's Reports for the Sherman Oaks and Gateway to LA Business Improvement Districts' renewal.

Fiscal – Staff processed various Trust Fund contract payments and transfer of funds, annual Trust Fund Reports were completed and forwarded to the corresponding Council Committees, submitted the August Financial Status Report to CAO and staff continued working with City Clerk Division Heads to formalize the Department's 2015-16 Proposed Budget.

AB1290/Council – Staff received one (1) AB 1290 allocation request, has one (1) payment and ten (10) contracts in process, and has five (5) close outs in process.

General City Purposes – Staff received 47 GCP allocation requests, processed 19 invoices for payment and closed out 4 contracts.

Personnel – Staff completed new hire and exit orientation report for Fiscal Year 13-14 as requested by Personnel Department; procured ergonomic equipment for four employees requesting reasonable accommodation; arranged meetings with Personnel Department Occupational Health and CAO's Office regarding personnel matters; completed work order payroll adjustments for NABID employees for Fiscal Year 13-14; gave FMLA orientation to an employee in Council District 5; and provided four new employee orientations for Council and Mayor.

ISSUES

None to report.

UPCOMING . . .

Yunnan Province, China - Delegation tour of the City Archives and Records Center - October 14, 2014

City Elections - Candidate Briefing Presentations - Scheduled for October 18 and November 1, 2014.

Disaster Recovery - The City Clerk semi-annual systems disaster recovery test will be conducted October 25, 2014.